

Advisory Committee Draft Review Guide

The advisory committee draft of *California Water Plan Update 2013* (Update 2013) is an early, unedited draft of each chapter or regional report, to allow Update 2013 authors and volume leads to seek additional input from its advisory groups before DWR prepares either an administrative draft for internal review or a public review draft for wider release and input. This draft is being released to the Public Advisory Committee, State Agency Steering Committee, Tribal Advisory Committee, regional forums, work teams and caucuses, and others participating in updating the California Water Plan.

The draft chapters and regional reports are being released in a staggered fashion to allow for appropriate review time and sufficient time for Update 2013 staff to incorporate comments. Dates are listed in the table below.

Advisory Committee Draft Schedule

Volume	Estimated release of advisory committee draft	Reviewer comments due back to DWR
Volume 1: Strategic Plan ¹ Chapter 1, Introduction Chapter 2, California Water Today Chapter 3, Imperative to Invest (In Innovation and Infrastructure) Chapter 4, Companion Plans Chapter 5, Managing an Uncertain Future Chapter 6, Integrated Data and Analysis Chapter 7, Finance Planning Framework Chapter 8, Implementation Plan	July 31, 2012 July 31, 2012 September 12, 2012 ² July 31, 2012 July 31, 2012 September 12, 2012 September 12, 2012 September 12, 2012	September 1, 2012 September 1, 2012 October 1, 2012 September 1, 2012 September 1, 2012 October 1, 2012 October 1, 2012 October 1, 2012
Volume 2, Regional Reports	Aug. 1 – Aug. 15, 2012	September 15, 2012
Volume 3: Resource Management Strategies Batch 1 Batch 2	June 15, 2012 July 15, 2012	July 15, 2012 August 15, 2012
Highlights	December 13, 2012 (Public Advisory Committee meeting coincides)	December 31, 2012

¹ Portions of the content resulting from the Update 2013 finance planning effort will be integrated into many of the Volume 1 chapters shown above. However, the finance content may not be ready for review until September 12, 2012.

² Coincides with Water Plan Plenary.

Where to Find This Draft

Draft text will be posted online in PDF format at: <http://www.waterplan.water.ca.gov/cwpu2013/ac-draft>

How to Comment

Send comments to: cwpc@water.ca.gov
Attn: Lewis Moeller
Fax: 916-651-9289

Postal mail:
CA Water Plan Update 2013
Strategic Water Planning Branch
Statewide Integrated Water Management
California Department of Water Resources
PO Box 942836
Sacramento, CA 94236-0001

What to Review

The advisory committee draft of Update 2013 consists of independent PDF files for each chapter or regional report, each containing a table of contents; the unedited narrative of the chapter or report; and any tables, boxes, and figures that have been prepared at this time. All text has been formatted by the project's publications work team to have a consistent look, and volume leads have reviewed the content to become aware of gaps in information. The publications staff has not yet edited any content for grammar, punctuation, style, consistency, accuracy, or other issues relating to readability or quality. Each volume will be edited for these issues by the publications staff between September 2012 and February 2013 — after your input has been received and incorporated by authors and volume leads and before DWR prepares an administrative draft for internal review. Recommendations for what to focus on during your review are listed below.

Focus on:

- **Completeness of information** (however, note that some gaps do exist and are already noted in gray highlighting). In general, does the text say all it should say? Is all information present that an average reader might need — and presented appropriately? Does a chapter describe an event by giving the month and date but not mention the year? Does the text mention one topic but not include another of equal importance? What does the audience (the general public, as well as policy makers, water planners, and others) already know about the topic? What does it need to know?
- **Organization of information** (and hierarchy of headings). Does any portion of the text cause readability issues because information is presented in a confusing order or because it is difficult to tell what section of text is a subsection of another?
- **Factual accuracy**. Is anything in the text incorrect? Does any information need additional attribution to a specific source?
- **Logical consistency**. Does the narrative build in a logical way? Does the narrative describing a table match what the data in the table seem to show?
- **Clarity/comprehensibility**. Are there any holes/gaps in information that make the text difficult to understand? Is there jargon the average reader would not be able to understand? Are there ways to improve clarity and make the text/graphics more meaningful and effective?
- **References to outdated information** that may have been left in the text from previous water plan updates (such as citations to personal communications that may no longer be relevant sources, references to “last year” that may refer to 2008, etc.).

Do not focus on:

- Grammar, punctuation, spelling, capitalization, or stylistic consistency (unless any of these relates to clarity or factual accuracy). The text will be copy-edited *after* your comments have been incorporated.
- Margins, fonts, layout, spacing, etc. Formatting will be reviewed again during the copy-editing phase *after* your comments have been incorporated.
- Clutter/wordiness/efficiency of text.
- Tone/voice consistency (unless the voice is first person, such as “we” or “our,” without specifying whom that is; or unless the tone is lending weight/support to speculative information or opinion inappropriately).